



**Government of the District of Columbia**

**Office on Aging**

## **REQUEST FOR APPLICATIONS**



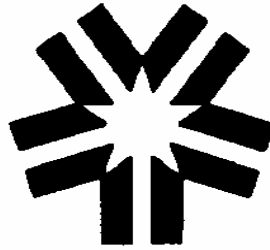
### **Fiscal Year 2005 Ward 8 Lead Agency Program Grant**

**The D.C. Office on Aging Invites the Submission of Applications for Funding under the Older Americans Act of 1965, as amended (P. L. 89-73) and DC Law 1-24, as amended.**

**RFA Release Date: July 13, 2004**

**Application Submission Deadline: August 24, 2004, 5:00 p.m., EDT**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**



**DISTRICT OF COLUMBIA  
OFFICE ON AGING**

**Announces**

**A**

**PREAPPLICATION WORKSHOP**

**FOR**

**FISCAL YEAR 2005  
WARD 8 LEAD AGENCY PROGRAM GRANT**

**Tuesday, July 20, 2004**

**10:00 a.m.**

**441 4<sup>th</sup> Street, NW**

**Suite 940 South**

**Washington, DC 20001**

**For questions, please contact:**

**Aurora Delespin-Jones, Program Analyst or  
Sherlyn Taylor, Program and Grants Administrator  
202-724-8821**

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**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**OFFICE ON AGING**



E. Veronica Pace  
Executive Director

July 13, 2004

Dear Applicant:

Thank you for your interest in applying for a grant under the Office on Aging's Lead Agency Competitive Grant program. This letter highlights a few items in the application package that will be important to you in applying for a grant. You are encouraged, however, to review the entire application package carefully before preparing and submitting your application. Please note the following provisions:

1. Eligible applicants include nonprofit and for profit organizations, although for-profit organizations may not include profit in their grant application.
2. In an effort to facilitate an effective application evaluation process, all applicants must adhere to the program narrative limitation of 35 pages. Applications that exceed this number will not be reviewed and will be returned to the applicant without review. To further expedite the reading process, please follow the format in Section III, Proposal Format provided in the application package.
3. Current and former Office on Aging grantees should note that prior performance will be assessed and considered in final funding determinations.
4. All applicants must supply a D.U.N.S. number issued by Dun & Bradstreet.
5. All applicants must supply a Certification from the District of Columbia Office on Tax and Revenue that your agency is compliant with District of Columbia tax requirements.
6. All applicants must supply proof of payment of unemployment taxes from the District of Columbia Department of Employment Services.
7. All applicants must supply a current Certificate of Incorporation issued by the District of Columbia Department of Consumer and Regulatory Affairs showing that the organization is in good standing with the DC government.
8. All applicants must supply Minutes of Board of Director's meeting, signed by a the President or Secretary of the Board, in which the Board authorized the grantee to submit an application for funding to the Office on Aging or certification from the Board, signed

by either the President or Secretary, giving the Executive Director authority to apply for grants.

9. All applicants must submit a copy of the agency's most recent audited financial statement.
10. The successful applicant is expected to participate in community meetings for purposes of outreach, crime reduction, emergency preparedness, and collaboration.
11. The Government of the District of Columbia has identified fourteen neighborhoods as Crime Reduction Hot Spots. Problems in these areas collectively affect the cleanliness, safety, health and stability of the neighborhood and impact the individual lives of residents as well. Senior residents are at great risk in these areas.

The successful applicant for the Ward 8 Lead Agency **must** present a plan to coordinate (at times partnering with the community and other agencies), implement and deliver services to seniors that help to resolve problems in the following Hot Spot Locations in

#### **Ward 8**

- Elvans Road;
- Valley Avenue; and
- Yuma Street.

The application must be postmarked or hand delivered on or before the deadline date. Detailed mailing instructions are provided in the "Application Transmittal Instructions". Applications submitted late will not be accepted. The Office on Aging is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to the applications will be accepted after the deadline date.

For additional information regarding this application package, please contact Sherlyn Taylor, Program and Grants Administrator or Aurora L. Delespin-Jones, Program Analyst, of the Office on Aging, Program and Grants Unit, 441 4th Street, NW, Suite 900 South, Washington, D.C. 20001, telephone (202) 724-8821.

Sincerely,

E. Veronica Pace

**D.C. Office on Aging  
Fiscal Year 2005 Ward 8 Lead Agency Program Grant**

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**District of Columbia  
Office on Aging**

**Request for Applications  
Fiscal Year 2005 Ward 8 Lead Agency Program Grant**

<b>SECTION I</b>	<b>GENERAL INFORMATION</b>
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The Office on Aging is the single State Agency designated by the Mayor under D.C. Law 1-24, as amended, to administer the provisions of the Older Americans Act and to promote the welfare of the aged (defined as those persons 60 years of age and older).

**Mission**

The Mission of the Office on Aging is to provide advocacy, health, education, employment, and social services to District residents aged 60 and older so they can live longer and maintain independence, dignity and choice.

**Introduction**

The Office on Aging provides grants to Lead Agencies to provide a full range of services for all Wards of the City. This RFA is for services in Ward 8 which serves the following communities:

- Bellevue, Washington Highlands, Congress Heights, Douglass, Shipley Terrace, Knox Hill/Buena Vista, Sheridan, Woodlawn, Garfield Heights, Barry Farm, Hillsdale, Ft. Stanton, Historic Anacostia, and Fairlawn.

A Lead Agency is responsible for efficiently and effectively planning, developing, coordinating, and implementing programs and that ensure a continuum of services is available for the District's elderly and carrying out the mission of the D.C. Office on Aging as shown above in this RFA. It also serves as a catalyst for change, a clearinghouse for obtainable resources, identifies gaps in services and provides linkages and coordination of service delivery. Lead agencies are responsible for becoming familiar with the 39 neighborhood clusters, especially those in their specific Ward or service area, as shown above, and participating in neighborhood cluster meetings. In addition, Lead Agencies must:

- Have knowledge of the social and demographic characteristics of the elderly in the Ward;
- Develop and implement a needs assessment to identify the needs in the target community;

- Network with other community organizations, public and private agencies and associations to carry out an effective and efficient service delivery system.
- Hold quarterly community planning meetings with organizations such as Advisory Neighborhood Commissions, Commissioners on Aging, Mini-Commissions on Aging, civic associations, hospitals, recreation centers, public schools, churches, and other agencies/organizations.
- Develop and implement a structured community outreach program.
- Establish a Senior Neighborhood Advisory Council to serve as an advisory group in planning and developing a coordinated service delivery system.
- Develop an Emergency Preparedness Plan for the agency and satellite nutrition sites and programs. The plan must include a mechanism for identifying those high-risk seniors with limited mobility.

### **Target Population**

The target population for the Fiscal Year 2005 Ward 8 Lead Agency Program Grant is individuals aged 60 and over, residing within the geographical boundaries of Ward 8 of the District of Columbia.

### **Crime Reduction Hot Spots**

The Government of the District of Columbia has identified fourteen neighborhoods as Crime Reduction Hot Spots. Problems in these areas collectively affect the cleanliness, safety, health and stability of the neighborhood and impact the individual lives of residents as well. Senior residents are at great risk in these areas.

The successful applicant for the Ward 8 Lead Agency **must** present a plan to coordinate (at times partnering with the community and other agencies), implement and deliver services to seniors that help to resolve problems in the following Hot Spot Locations in Ward 8:

- Elvans Road;
- Valley Avenue; and
- Yuma Street.

### **Eligible Organizations/Entities**

Any public or private, community-based non-profit agency, organization, or institution located in the District of Columbia is eligible to apply. For-profit organizations are eligible, but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible public or private non-profit agencies.

All successful applicants shall sign an Affidavit indicating whether the applicant has complied with the filing requirements of the District of Columbia tax laws, and whether the applicant has paid taxes due to the District of Columbia Office of Tax and Revenue and the Internal Revenue Service, or is in compliance with payment agreements with the Office of Tax and Revenue and the Internal Revenue Service.

### **Source of Grant Funding**

Funds are made available through both federal grant funds and District appropriated funds to the Office on Aging.

### **Award Period**

The grant award will be for one (1) year, October 1, 2004 through September 30, 2005, with possible continuation years based on the Office on Aging's determination of satisfactory progress during the initial year of the grant.

### **Grant Awards and Amounts**

Fiscal Year 2005 grant funds in the amount not to exceed \$483,700 are available for one lead agency grant award. All applicants will be required to show a minimum 15% cash or in-kind matching contribution when applying for funds under this RFA.

**Participant contributions cannot exceed 25% of a grantee's match.** An application that shows a **cash** matching contribution in excess of 15%, which is not from participant contributions, will receive up to 5 bonus points in the evaluative process.

### **Pre-Award Site Visit**

Highly ranked applicants who are recommended for funding by the review panel may be selected for a pre-award site visit. The decision to visit an applicant for a pre-award site visit rests solely and finally with the Director of the District of Columbia Office on Aging.

### **Performance Measures**

The Government of the District of Columbia has adopted performance based budgeting for all programs and services. The Office on Aging has developed performance goals and outcome measures for the programs shown below. The successful applicant for the Ward 8 Lead Agency must provide these services and **must** use the performance goals and outcome measures identified by the D.C. Office on Aging. Performance measures for affected services are shown below. Instructions for completing performance measures are in Attachment D.

- **In-home and Continuing Care**
  - In-Home Nutrition Program
    - Weekday and Weekend Home-Delivered Meals
  - Caregiver Support
    - Respite/Supplemental
  - Comprehensive Assessment
  - Case Management
- **Community-Based Support**
  - Health Promotion and Wellness
  - Community /Services
    - Counseling
    - Transportation to Sites and Activities
    - Recreation
    - Community Nutrition
      - Congregate Meals
      - Nutrition Education
      - Nutrition Counseling
- **Consumer Information, Assistance, and Outreach**
  - Literacy

**Contact Persons:**

For further information, please contact one of the following:

Sherlyn Taylor or Aurora L. Delespin-Jones, at the D.C. Office on Aging, 441 4<sup>th</sup> Street, NW, Suite 900 South, Washington, DC 20001, 202-724-8821.

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## SECTION II      PROGRAM AND ADMINISTRATIVE REQUIREMENTS

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### Use of Funds

Applicants must only use grant funds to support the District of Columbia FY 2005 Ward 8 Lead Agency Program Grant and the target population of seniors who reside in Ward 8.

### Audits

The District of Columbia Office on Aging (DCOA) **requires all grantees (except agencies of the District of Columbia and universities) to have an annual audit.** The audit must be conducted in accordance with generally accepted auditing standards, the Comptroller General's Standards for Audit of Government Programs Activities and Functions, The Office on Aging Audit Guide, and Office of Management and Budget (OMB) Circular No. A-133.

The District of Columbia law requires that any firm or person conducting audits in the District be licensed by the District of Columbia Department of Consumer and Regulatory Affairs. Grantees are required to schedule and budget for the use of independent auditors. Based on grant terms between the Grantee and the Office on Aging, **the auditor must be a Certified Public Accountant, licensed to practice in the District of Columbia.**

### Staffing

The applicant should employ qualified staff and maintain documentation that staff possesses adequate training and competence to perform the duties as assigned. The applicant should obtain advanced approval in writing from DCOA on any staff hired in key positions or any changes in staffing patterns or job descriptions affecting such positions in accordance with established Policy Memorandum 02-P07, Approval for Key Personnel.

Key staff for a Lead Agency shall include, but are not limited to:

Project Director	Nutritionist, Licensed/Registered Dietitian
Social Worker- Licensed MSW	Community Planner
Recreation/Activity Coordinator	Nutrition Site Managers

## **Records**

The applicant must keep accurate records of activities of the project when delivering services to clients and retain them for a period of three years after the grant ends. Records should be available at the organization's headquarters and available for inspection by DCOA or other District or Federal entities at any time. The applicant should maintain records reflecting initial intakes, periodic assessments and ongoing progress of each client. The applicant shall maintain confidentiality of client records and to the extent possible all services delivered must be validated by the client.

## **Monitoring**

DCOA shall monitor and evaluate the performance of the applicant according to the program scope, DCOA Service Standards, related Federal and local regulations and policy requirements.

The DCOA staff will review all written policies and procedures, staff licenses and certifications, information bulletins, client service rosters and other source documents applicable to the program. Grant monitors will review monthly reports, conduct site visits and maintain contact with the applicant to assess performance in meeting the requirements of the grant.

### SECTION III PROPOSAL FORMAT

Applicants are required to follow the format shown below. The purpose and content of each section is described. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that proposals reflect continuity between the goals and objectives, program design, and work plan, and that the budget demonstrates the level of effort required for the proposed services. Each proposal must contain the following information:

- **Applicant Profile** identifies the applicant, type of organization, Tax I.D. numbers, D.U.N.S. number, project service area and the amount of grant funds requested.
- **Table of Contents** should list major sections of the proposal with quick reference page indexing.
- **Proposal Abstract** concisely describes the proposed project. It should be written for the general public. The abstract should be brief and include the program goal(s), objectives, overall approach (including target population and significant partnerships), anticipated outcomes/products, and time frames. The abstract should not exceed 2 pages. The proposal abstract is not counted in the 35 page limitation.
- **Program Narrative** should contain the information that justifies and describes the program to be implemented. The program narrative should be written in a clear, concise manner and must not exceed 35 pages. Generally, the program narrative should address the following criteria. Specific technical scoring criteria are found in Section V.
  - ❖ Needs Assessment that shows social and demographic characteristics of seniors and other needs for specific services in the Ward
  - ❖ Background and Understanding
  - ❖ Project Workplan which should include measurable objectives which relate to lead agency responsibilities, customer service responsibilities and Hot Spot Plan.
  - ❖ Organizational Capability and Relevant Experience
    - Successful programmatic experiences i.e., external evaluations, summaries of customer surveys, or other objective forms of measurement.
    - Schedule for quarterly community meetings and discussion topics
    - Structured Community Outreach Program
    - Emergency Preparedness Plan (Include in Appendices)

- **Program Budget** summary sheet and budget narrative should address the criteria listed under Budget and Fiscal Management. Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assures internal controls is maintained in managing funds. Budget narrative is not included in the application page limit. A sample budget narrative is included in Attachment C. All budget narratives must follow this format. Budget forms are not counted in page limit. Sources of Non DCOA Cash as specified in the Budget must be identified in order to qualify for bonus points.
- **Performance Outcome Measures** – Choose the appropriate performance outcome measures for the services proposed in this application. Use the forms exactly as they are printed in this RFA. Performance Measure Outcome Forms are included in Attachment D. Performance Measure Outcome forms are not included in the 35 page limitation.
- **Certifications and Assurances** – Certifications and Assurances are not counted in page total. Certifications and Assurances are found in Attachments A and B
- **Appendices** - This section shall be used to provide technical material, supporting documentation and endorsements. Appendices are not counted in the page total The following **required** items must be included in the Appendices:
  - ❖ Audited financial statement for the year ending September 30, 2004 or December 30, 2004;
  - ❖ Certification from the D.C. Office of Tax and Revenue that District of Columbia tax requirements are current;
  - ❖ Certification from the D.C. Department of Employment Services (DOES) showing proof of current payment of unemployment taxes;
  - ❖ Current certificate of Incorporation from the Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and is authorized to conduct business in the District of Columbia;
  - ❖ Name, address, telephone numbers (both home, work, if available), positions held, ethnicity, and gender, of the applicant's current Board of Directors as of the date of the grant application;
  - ❖ Minutes of Board of Directors' meeting, signed by the President or Secretary of the Board, in which the Board authorized the applicant to submit an application for funding to the Office on Aging or certification signed by the President or Secretary that the Executive Director has the authority to apply for grants;

- ❖ Copy of negotiated indirect cost rate agreement, if one exists. If none exists, basis upon which indirect cost is calculated;
- ❖ Inventory of Office on Aging-sponsored equipment and vehicles, with serial numbers or VIN numbers, as appropriate and dates of purchase. (for current Office on Aging grantees, only)
- ❖ Emergency Preparedness Plan for the agency, which includes plans for evacuation or sheltering in place at main and satellite program and nutrition sites. This emergency plan must also include a mechanism for identifying high-risk seniors with limited mobility who may need emergency assistance.
- ❖ Proposed organizational chart for the project;
- ❖ Letters of support from collaborating community organizations **(Current grantees should not submit letters from other participants in the Office on Aging Senior Service Network.** Please note that letters of support from other individuals should be a separate submission and will not be submitted to the panel for evaluation.);
- ❖ Staff resumes; and
- ❖ Planned job descriptions.

**The total number of pages for the proposal narrative may not exceed 35 double-spaced pages on 8½ by 11-inch paper. *The entire document must be double spaced-including bullet items.* Margins must be no less than 1 inch and a font size of 12-point is required. Times New Roman, Georgian, Courier, Arial, or similar font is strongly recommended. Pages should be numbered. The review panel will not review applications that do not conform to all of these requirements.**

## SECTION IV PROGRAM SCOPE

The purpose of this Request for Applications is to announce funding availability to assist qualified applicants in the development and implementation of comprehensive and coordinated community-based systems of programs and services for District residents, who reside in Ward 8 and are aged 60 and above. These services shall be designed to meet the complex and ever-changing needs of the elderly, especially for individuals with the greatest economic and/or social needs, with particular emphasis on low-income minority elderly.

### Customer Service Responsibilities

Applicants responding to this request for application shall be responsible for delivering the following programs and services to the target population in each service area at the minimum levels specified in the service chart as outlined on page 18.

- Congregate Meals
- Counseling Services
- Health Promotion
- Literacy Programs
- Nutrition Counseling
- Nutrition Education
- Recreation/Socialization
- Transportation to Sites/Activities
- Weekday Home-Delivered Meals Services
- Weekend Home-Delivered Meals Services
- Caregiver Stipend-Respite/Supplemental Services
- Comprehensive Assessment
- Case Management

The services and programs funded by the Office on Aging are comprehensive in nature and scope. Therefore, each applicant agency/organization must have the demonstrated ability, at a minimum, to provide the following programs/services. **The DC Office on Aging has developed Service Standards for most programs. Successful applicants will review these standards and ensure that applications address these critical standards. The applicant shall develop program activities that reflect the following:**

#### 1) Congregate Meals Service

The service is for eligible District residents at congregate nutrition sites. The applicant shall provide the sites, staff supports for the sites, and other service as necessary to ensure that the mid-day meals improve or maintain the nutritional status of the elderly and strengthen the maximum functioning and independence of elderly individuals. The service unit for a congregate meal is one complete meal provided to one eligible participant.

## **2) Counseling**

The applicant shall provide counseling service through professionally trained personnel qualified by education or professional experience in a related field. Counseling is problem identification and resolution service provided to the target population and their families who need emotional support and guidance. Counseling must be offered as part of a community program providing other services, i.e., social, nutritional or health-related services. The service unit for counseling is one hour of service provided to an eligible participant. Hours of service provided may include the time spent in preparing for the session, meeting with the participant, and following up with the participant, family or friends.

## **3) Health Promotion**

The applicant shall provide health promotion service and programs designed to promote healthy behaviors and lifestyles through health education and physical fitness. The applicant shall provide this service in a community-based setting that involves a range of structured programs and activities to educate the elderly on how to develop healthy lifestyles to prevent and/or control disease. The service unit for health promotion is one hour of service provided to an eligible participant. Participants must receive three health promotion activities per week, two of which must be physical activity.

## **4) Literacy Program**

The applicant shall provide a literacy program that teaches basic literacy skills such as reading, writing, arithmetic, and general life skills. Literacy may also include English as a Second Language and computer literacy. A service unit for literacy is one hour of service provided to an eligible participant. Hours of service may include the time spent preparing for literacy sessions, conducting the literacy sessions, and evaluating the sessions and the individual work of the participants.

## **5) Nutrition Counseling**

The applicant shall provide individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medication use and/or chronic illness. The service unit for nutrition counseling is one hour of service provided to an eligible participant. Hours of service provided may include the time spent in preparing for the session, meeting with the participants, and following up with the participant, family or friends. **Nutritional counseling must be performed by a DC licensed nutritionist and/or dietician as specified in the Service Standards.**

## **6) Nutrition Education**

The applicant shall provide a program in a group setting, overseen by a licensed dietitian or individual of comparable expertise, to promote better health by providing accurate and culturally sensitive nutrition, physical fitness or health information and instruction to the target population. The service unit for nutrition education is one session provided by a professionally trained worker to an eligible participant or group. A session is a planned activity available to one or all senior citizens who wish to participate. Hours of service provided may include the time spent in preparing for the session. The time of the session is determined by the published schedule of activities for the center.

Nutrition education shall be offered twice yearly (semi-annually) at a minimum and shall not exceed 12 sessions annually (one per month) per congregate nutrition site.

## **7) Socialization**

The applicant shall provide socialization services and programs that meet individual and social needs for continued growth and development, to reinforce a sense of dignity and independence, and to reduce isolation for the target population. The service unit for socialization is one one-hour session provided to one eligible participant. The session is planned and the activity is available to all center participants who wish to participate. The time of the session is determined by the published schedule of activities for the center. The maximum time for any one session is four hours.

## **8) Transportation to Sites and Activities**

The applicant shall provide transportation and assistance for individuals to participate in various programs and activities within the boundaries of the District of Columbia and within the Beltway only! The service unit for transportation to sites and activities is one one-way trip, provided to one eligible participant (i.e., one-person trip).

## **9) Weekday Home-Delivered Meals Service**

The Office on Aging provides complete nutritious meals that meet or exceed one-third of the current daily Recommended Dietary Allowances and follows the U.S. Department of Agriculture Dietary Guidelines for Americans, published jointly with the U.S. Department of Health and Human Services, to improve or maintain the nutritional status and to maintain the maximum functioning and independence of the homebound individual.

The applicant must ensure that these meals reach individual homebound clients in a manner consistent with the service standard for home-delivered meals.

The service unit for weekday home-delivered meals is one complete meal, as prepared by the Office on Aging's nutrition contractor, delivered to one eligible participant.

#### **10) Weekend Home Delivered Meals Service**

The Office on Aging provides complete nutritious meals that meet or exceed one-third of the current daily Recommended Dietary Allowances and follows the U.S. Department of Agriculture Dietary Guidelines for Americans, published jointly with the U.S. Department of Health and Human Services, to improve or maintain the nutritional status and to maintain the maximum functioning and independence of the homebound individual.

The applicant must ensure that these meals reach individual homebound clients in a manner consistent with the service standard for home-delivered meals.

The service unit for weekend home-delivered meals is one complete meal, as prepared by the Office on Aging's nutrition contractor, delivered to one eligible participant.

#### **11) Caregiver Stipend - Respite/Supplemental Services**

The applicant shall provide respite and/or supplemental services to eligible caregivers to enable them to purchase respite services that allow them to be temporarily relieved of their caregiving responsibilities or to purchase supplies or equipment that will ease their caregiving burden.

A service unit for respite is one hour of service that may be delivered in the home, a community setting or in a residential facility that relieves the caregiver of their caregiving responsibilities on a temporary basis.

A service unit for supplemental services is the quantity of the item purchased. For example, one case of adult diapers is considered one unit.

#### **12) Comprehensive Assessment**

The applicant shall provide comprehensive assessment services that identify the problems of and resources available to multiple-impaired individuals for the purpose of prescribing the necessary services to allow the participant to achieve and maintain the maximum functioning and independence of which he or she is capable. The service, combined with case management services, is intended to prevent unnecessary or premature institutionalization.

A service unit for comprehensive assessment is one hour of service worker's time spent conducting the assessment interview(s) with an eligible participant, family or friends using the standard DCOA assessment form.

### **13) Case Management**

The applicant shall provide case management after completion of a comprehensive assessment, to see that the needed services are delivered to allow the participant to maintain the maximum functioning and independence of which he or she is capable and to maintain the participant's life-style and relationships with family and friends, to the greatest extent possible. The service is intended to prevent unnecessary or premature institutionalization. A service unit is one hour of service provided to an eligible participant. Time spent in preparation and follow-up for the service can be counted.

### **Staffing**

Key staff for a Lead Agency shall include, but are not limited to:

- Project Director
- Social Worker- Licensed MSW
- Nutrition Site Managers
- Nutritionist, Licensed/Registered Dietitian
- Community Planner
- Recreation/Activity Coordinator

## Service Chart

The following are the minimum number of persons required for program and service under this RFA and the maximum reimbursement cost for each category:

<b>Programs and Services</b>	<b>Ward 8</b>	<b>Maximum Reimbursement Rate Per Unit</b>
Weekday Congregate Meal Service	850	\$2.25
Counseling	900	\$15.95
Health Promotion	300	\$2.50
Literacy (supplies, tutor, stipend)	10	\$1.50
Nutrition Counseling	300	\$44.00
Nutrition Education	72	\$119.00 per session
Socialization	350	\$1.50
Transportation to- Sites & Activities	400	\$3.40
Weekday Home-Delivered Meal Service	150	\$1.00
Weekend Home-Delivered Meal Service	85	\$1.00
Comprehensive Assessment	26	\$155.40
Case Management	150	\$50.20

## **SECTION V                      REVIEW AND SCORING OF APPLICATIONS**

### **Review Panel**

A qualified review panel will conduct a technical review of all applications. The review panel will read and score each applicant's proposal, and make recommendations for funding based on the review process. The Director of the Office on Aging shall make the final funding determinations.

### **Technical Scoring Criteria**

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria listed below.

#### **Background and Understanding (Total 15 Points)**

1.     Demonstrated knowledge of the Older Americans Act of 1965, as amended and DC Law 1-24, establishing the D.C. Office on Aging. (5 points)
2.     Demonstrated ability to develop and manage aging programs on a large scale. (5 points)
3.     Demonstrated knowledge of the needs of the target population. (5 points)

#### **Technical Soundness of the Proposal (Total 40 Points)**

1.     The goals and objectives of the program are clearly defined, measurable and time specific. (15 points)
2.     The proposed activities and work plan will result in the accomplishment of the project objectives, including client service and lead agency responsibilities. The applicant identified the number of individuals to be served and the service units to be provided in each service category. (15 points)
3.     The applicant demonstrated the ability to provide the required services in the designated service area. (7 points)
4.     The applicant presented a plan to coordinate, implement and deliver services to seniors that help to resolve problems in the Ward 8 Hot Spot Locations. (3 points)

### **Organizational Capability and Relevant Experience (Total 30 Points)**

1. The applicant demonstrated the knowledge and experience relevant to the service applied for and in serving the target population. (10 points)
2. The applicant demonstrated its collaboration with other service providers, community-based organizations, and the community at large in serving the target population. (10 points)
3. The applicant demonstrated its successful programmatic performance in prior District government, federal government, or other organizational grants by providing copies of external evaluations, summaries of customer service surveys, or other objective forms of measurement. (10 points)

### **Budget and Fiscal Management (Total 20 Points)**

1. The applicant provided evidence of sound fiscal management and financial stability through the submission of annual audits, annual financial statements and certifications from the District's Office of Tax and Revenue and Department of Employment Services. (5 points)
2. The applicant provides evidence of an established accounting system with policies and procedures that reasonably assure internal control is maintained in managing funds. (10 points)
3. The applicant demonstrated that the proposed budget (including the match) is reasonable, realistic and will achieve project objectives. (5 points)

### **Bonus: (Total 5 Points)**

1. The applicant demonstrated a cash match greater than 15% not derived from participant contributions. (5 points)

### **Decision on Awards**

The recommendations of the review panel are advisory and are not binding on the Office on Aging. The final decision on funding is vested solely with the Executive Director of the DC Office on Aging based on a review of the recommendations of the review panel, prior performance of current Office on Aging grantees, if applicable, Office on Aging staff administrative review, pre-award site visit reports and any other information considered relevant.

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## **SECTION VI      INSTRUCTIONS FOR TRANSMITTING APPLICATIONS**

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An original and two (2) copies of the application must be submitted in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2005 Office on Aging Ward 8 Lead Agency Grant Program Request for Application." Applications that are not submitted in a sealed envelope or package and so marked **will not be accepted**. Electronic, telephonic, telegraphic and facsimile submissions **will not be accepted**.

### **Applications Delivered by Mail**

An application sent by mail must be addressed to the District of Columbia Office on Aging, in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2005 Office on Aging Ward 8 Lead Agency Grant Program Request for Application" 441 4<sup>th</sup> Street, NW, Suite 900 South, Washington, DC 20001. Applications sent by mail must be mailed in time to allow the application to reach the D.C. Office on Aging by the deadline date.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Government of the District of Columbia

If an application is sent through the U.S. Postal Service, the following are not acceptable proofs of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office. Applicants are encouraged to use registered or at least first-class mail.

### **Applications Delivered by Hand/Courier Service**

An application that is hand delivered must be taken to the District of Columbia Office on Aging in a sealed envelope or package conspicuously marked "Application in Response to Fiscal Year 2005 Office on Aging Ward 8 Lead Agency Grant Program Request for Application" 441 4<sup>th</sup> Street, NW, Suite 900 South, Washington, DC 20001 between 9:00 a.m. and 5:00 p.m. daily, except Saturdays, Sundays and Federal holidays.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must deliver the application on or before the deadline date and time.

Applications are due no later than 5:00 p.m., EDT, on August 24, 2004. All applications will be recorded upon receipt. Applications **will not be accepted after 5:00 p.m. EDT**, August 24, 2004. Any additions or deletions to an application will not be accepted after the deadline.

An original and two copies, for a total of three (3) copies **must be** delivered to the following location:

**District of Columbia Office on Aging  
441 - 4<sup>th</sup> Street, NW  
9th Floor, South  
Washington, DC 20001**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**NOTE: Applicants must allow time to proceed through magnetometers in the 441 4<sup>th</sup> Street building. Persons delivering applications must show proper identification, generally a picture I.D., to gain access to building elevators. The Office on Aging will not accept responsibility for delays in the delivery of the proposals. Applicants should be aware that a security status level higher than yellow may require additional identification and cause further delays in accessing the building.**

## **Checklist for Applications**

- \_\_\_ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- \_\_\_ The Applicant Profile contains all the information requested.
- \_\_\_ The application contains a Table of Contents.
- \_\_\_ The proposal abstract is complete and does not exceed 2-page limit for this section of the application.
- \_\_\_ The applicant organization/entity has responded to all sections of the Request for Application.
- \_\_\_ Relevant performance outcome measure forms are complete and attached.
- \_\_\_ The program budget is complete, including budget narrative.
- \_\_\_ The program narrative section is complete and is within the 35-page limit for this section of the application.
- \_\_\_ The Certifications and Assurances listed in Attachments A and B are complete and signed by an authorized representative of the applicant organization.
- \_\_\_ The appropriate appendices, including certifications, staff qualifications, individual resumes, licenses, Board minutes, and other supporting documentation are enclosed.
- \_\_\_ There are three (3) copies of the proposal; one (1) copy is an original.
- \_\_\_ The application is submitted with two original receipts, found in Attachment E, attached to the outside of the envelopes or packages.

## **Additional information for successful applicants**

The following guidance documents are required for each successful applicant and may be obtained from the Office on Aging or the DC Office on Planning:

- Older Americans Act of 1965, as amended and appropriate regulations;
- D.C. Law 1-24, as amended;
- D.C. Office on Aging State Plan;
- D.C. Office on Aging Handbook;
- D.C. Office on Aging Audit Guide;
- D.C. Office on Aging Nutrition and Supportive Services Guidebook;
- D.C. Office on Aging Census Elderly Population Profile, updated; and
- D.C. Office on Planning—Ward Plan

## **Service Standards**

The Office on Aging Service Standards for all services is available for pick-up from the receptionist at the Office on Aging.

## **SECTION VII LIST OF ATTACHMENTS**

<b>Attachment A</b>	<b>Certifications</b>
<b>Attachment B</b>	<b>Assurances</b>
<b>Attachment C</b>	<b>Budget Summary and Sample Budget Narrative</b>
<b>Attachment D</b>	<b>Performance Measures</b>
<b>Attachment E</b>	<b>Application Receipt Form</b>



**DISTRICT OF COLUMBIA OFFICE ON AGING**

**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND  
OTHER  
RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE  
REQUIREMENTS  
AND LOBBYING**

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*Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 45CFR Part 76, "Government Debarment and Suspension (Non-procurement)" and "Government-wide Requirements for Drug-Free Workplace" and 45CFR Part 93. "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the District of Columbia Office on Aging determines to award the covered transaction, grant, or cooperative agreement.*

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***1. Debarment, Suspension, and Other  
Responsibility Matters***

As required by Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 76, for prospective participants in primary covered transactions, as defined at 45 CFR Part, 76, Sections 76.105 and 76.110 -

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection

with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph(1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

## ***2. Certification Regarding Drug-Free Workplace Requirements***

### ***Alternate I. (Grantees Other Than Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610 –

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to: Executive Director, District of Columbia Office on Aging, 441 4<sup>th</sup> Street, N.W., Washington, D.C. 20001. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

**Place of Performance (Street address, city, county, state, zip code)**

<b>Place of Performance:</b> _____
<b>Address:</b> _____
<b>Address:</b> _____
<b>City:</b> _____
<b>State:</b> _____
<b>Zip Code:</b> _____
<b>County:</b> _____

☐ Check if there are workplaces on file that are not identified here.

***Alternate II. (Grantees Who Are Individuals)***

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 76, Subpart F, for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610 (A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to: Executive Director, District of Columbia Office on Aging, 441 4<sup>th</sup> Street, NW, Suite 900 South, Washington, DC 20001. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

***3. LOBBYING***

Certification for Contracts, Grants, Loans, and Cooperative Agreements As required by Section 1352, Title 31 of the U.S. Code, and implemented at

45 CFR Part 93, for persons entering into a grant, cooperative agreement or contract over \$100,000, or loan, or loan guarantee over \$150,000, as defined at 45 CFR Part 93, Sections 93.105 and 93.110 the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have

been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal certification is a material representation of fact upon which reliance was placed when this contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for

influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering

into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*Statement for Loan Guarantees and Loan Insurance*

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete

and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).*

<b>NAME OF APPLICANT:</b> _____
<b>AWARD NUMBER AND/OR PROJECT NAME:</b> _____
<b>SIGNATURE:</b> _____
<b>DATE:</b> _____

## **Attachment B**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office on Aging**



**ASSURANCES**

**The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.**

**Also, the Applicant assures and certifies that:**

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained**

therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
4. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. It will give the sponsoring agency of the District of Columbia or the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
6. It will comply with all requirements imposed by the DC Office on Aging concerning special requirements of law, program requirements, and other administrative requirements.
7. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Office on Aging of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
8. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
9. It will assist the Office on Aging in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical

**Preservation Act of 1966 (16 USC 569a-1 et. Seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.**

- 10. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title II of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants; and all other applicable Federal laws, orders, circulars, or regulations.**
- 11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.**
- 12. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.**
- 13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.**
- 14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.**
- 15. It will coordinate with other available resources in the target area, i.e. Health Facilities, Public Libraries, Colleges and Universities and**

**develop agreements with educational institutions outlining courses available to seniors either without cost or at a discount.**

- 16. It will adhere to Office on Aging Policy Memorandum 01-P08, Continuation Application Instructions for Office on Aging Grantees Receiving D.C. Office on Aging and Medicaid for the Same Service, as applicable.**
- 17. It will adhere to Office on Aging Policy Memorandum 02-P07, Approval for Key Personnel, as applicable.**
- 18. It will give priority in hiring to D.C. residents when filling vacant positions.**
- 19. It will give priority in hiring to individuals age 55 and over.**
- 20. It will adhere to the D.C. Office on Aging mandate that all participant travel, for reimbursement purposes, will not extend beyond the limits of the Beltway surrounding the District of Columbia.**
- 21. It will submit all reports, i.e., Monthly Comprehensive Uniform Reporting Tool (CURT), (including NAPIS information, if applicable), the Monthly and Quarterly Financial Reports and the Georgetown rosters in a timely manner, and not later than the monthly due date.**
- 22. It will ensure that all client intake forms are completed annually, including information on ethnicity and poverty status.**
- 23. It will ensure that all applicable logs regarding services provided, including services specifically for caregivers under the National Family Caregiver Support Program are maintained according to the terms and conditions of the grant.**
- 24. It will ensure that the grantee is represented by the Project Director or another comparable level staff member at monthly Office on Aging-sponsored Project Director meetings.**
- 25. It will submit an inventory listing of all equipment purchased in whole or in part with Office on Aging funds. Further, it will comply with the requirement that all equipment purchased with D.C., Office on Aging funds will be labeled as property of DCOA and will not be disposed of, i.e., transferred, replaced or sold, without prior approval from the Office on Aging.**
- 26. It will include on all stationery, publicity and promotional material and related written and oral communications the following identifier:**



**– Part of the Senior Service Network – Supported by the D.C. Office on Aging.**

**It will include in the written descriptions and verbal presentations of services funded by the Office on Aging, that the programs and services are provided in partnership with the Office on Aging, in accordance with OoA Policy Memorandum 02-P05, Acknowledgement of Office on Aging Financial Support.**

<b>As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances.</b>	
<b>1. Grantee Name and Address</b>	
<hr/> <hr/>	
<b>2. Project Name</b>	
<hr/>	
<b>3. Typed Name and Title of Authorized Representative</b>	
<hr/> <hr/>	
<b>4. Signature of Authorized Representative</b>	<b>5. Date</b>

**D.C. OFFICE ON AGING  
FY 2005 BUDGET SUMMARY SHEET**

<b>BUDGET CATEGORIES</b>	<b>SOURCE</b>		<b>TOTAL BUDGET</b>
	<b>Grantee Share</b>	<b>DC Office on Aging Share</b>	
<b>1. PERSONNEL</b> (a)Salary			
(b)Fringe @ ____%			
<b>2. TRAVEL</b>			
<b>3. COMMUNICATIONS</b>			
<b>4. EQUIPMENT</b>			
<b>5. SUPPLIES</b>			
<b>6. OTHER DIRECT</b>			
<b>7. TOTAL DIRECT COSTS</b>			
<b>8. INDIRECT COST @ __% OF MTDC *</b>			
<b>10. TOTAL PROJECT COSTS</b>			

**\* Modified Total Direct Cost**

## Attachment C

### Budget Justification Sample Format with Narrative

<b>Object Class Category</b>	<b>DCOA Funds</b>	<b>Non-DCOA Cash (Source)*</b>	<b>Non-DCOA In-Kind</b>	<b>TOTAL</b>	<b>Justification</b>
Personnel	\$185,000	\$8,982		\$193,982	3 Social workers @ 3.0 FTE @ \$55,000.00 ea. = \$165,000 Mary Jones - Activities Coordinator 1.0 FTE @ \$20,000.00 Sue Smith – Receptionist @ \$9.00 per hr. @ 998 hrs. = \$8,982.00
Fringe Benefits	\$24,050	\$1,168		\$25,218	Fringe Benefits @ 13% of Total Salaries
Travel	\$5,410			\$5,410	Transportation to sites and activities – 6000 miles @ .36 per mile = \$2,160.00 Vehicle maintenance & repairs – oil changes, parts replacements for 3 (15) passenger vans = \$3,000.00 Vehicle rental fee when a vehicle is out of service for repairs @ 25.00 per day for an average of 10 program days = \$250.00
Occupancy			\$69,320	\$69,320	Happy time Site - \$12 per square foot for 5,100 square feet = 61,200.00 Security System - \$60.00 per month per year = \$720.00 Utilities – electric, gas and water = \$5,000.00 Maintenance = \$2,400.00

**\* Indicate source(s) of Non DCOA cash**

Communication	\$2,960			\$2,960	Courier/Delivery @ \$200.00 Internet Service Provider @ 360.00 Telephone @ \$2,200.00 Postage @ \$200.00
Supplies	\$383			\$383	Office Supplies- pens, toner, cartridges, paper = \$222.50 Recreational Supplies – games arts & craft materials =\$160.50
Other Direct Costs	\$36,740	9,000		\$45,740	<b>Consultant /Contractor</b> <i>Kathy Mann</i> – Dance Instructor .75 FTE @ \$15.0 per hr. X 30 hours a week or \$450.00 per week for 20 weeks = \$9,000.00 <i>Computer Instructor</i> at .15 FTE @ \$18.00 per hr. for 6 hrs. a week for 30 weeks = \$3,240.00 <i>Bookkeeper</i> - \$25.00 per hr. for 10 hrs. per month = \$3,000.00 <i>Delicious Food</i> (food service provider under contract for Weekend Meals) 120 meals per weekend @ \$5.00 per meal for 40 weekends = \$24,000.00 <i>Liability Insurance</i> @ \$5,000.00 <i>Audit Fees</i> @ \$1,500.00
Total Direct	\$254,543	\$19,150	\$69,320	\$343,013	
Indirect Cost	\$51,452			\$51,452	Indirect cost @ 15% of MDTC of \$343,013.00 = \$51,452.00
<b>TOTAL</b>	<b>\$305,995</b>	<b>\$19,150</b>	<b>\$69,320</b>	<b>\$394,465</b>	

# **PERFORMANCE OUTCOME MEASURES**

## INSTRUCTIONS FOR COMPLETING THE STANDARD OUTCOME MEASURES FORMS

Each applicant proposing to provide the services as described in Section III, Scope of Work must include the relevant **Standard Performance Goals and Outcome Measures Forms** in its grant application. The Performance Goals and Outcome Measures Forms are found on the following pages.

The applicant must complete the applicable forms by adding the:

- Name and title of the responsible person
- Office on Aging funds (do **not** include the grantee match) the grantee has budgeted for the services that comprise the activity

### **Submission of Outputs, Actual Results and Demand Data to the Office on Aging**

The outputs, which allow a grantee to calculate actual results, are based on fiscal year 2005, i.e., October 1, 2004 through September 30, 2005 data. Therefore, the outputs and actual results are recorded on the forms once the fiscal year has ended and client data has been collected and tabulated for the year. The same is true of the demand data that was requested on some of the forms. The demand data represents the number of people requesting the service throughout the year. ***The completed forms must be sent to the Office on Aging at the conclusion of the fiscal year. Grantees will be notified of the date that the forms are due. Additionally, there may also be monthly reporting requirements, but grantees will be notified at a later date.***

### **Putting Systems in Place to Track Results**

The system for using relevant measurement tools, collecting and recording output data, and tracking results, must be in place at the beginning of the fiscal year, so that the data will be available to determine whether the target results were met for the year. The same is true in collecting the demand data that is required for some services. Progress should be monitored periodically. Data and worksheets must be maintained and made available to Office on Aging staff, upon request, for monitoring purposes.

### **Recording Outputs**

Some outputs, specifically the number of clients receiving a particular service, are provided by Georgetown based on the client rosters that the grantee submits. Other outputs, based on the number of participants screened and reassessed, the results of

screenings and reassessments, the length of time a client has received service, and the results of customer surveys and training evaluation forms must be tracked by the grantee.

The nutrition and wellness performance measures require screenings and follow-up screenings. Nutrition follow-up screenings on high risk clients and healthy lifestyle reassessments on wellness center participants should occur at six month intervals. All clients receiving reassessments within the fiscal year should be included in the calculations to determine what percentage of clients had improved nutrition or healthy lifestyle scores upon reassessment.

Service longevity spreadsheets required for most in-home and continuing care service performance measures must list the clients in the program and track their service use during the fiscal year. Clients who receive service throughout the fiscal year are counted as having remained in their home for the year. Clients, who stop service ***temporarily*** during the year for situations such as hospitalization, may still be counted as remaining in their homes.

Customer surveys, required by most community-based service performance measures, must be completed prior to the end of the fiscal year allowing enough time for responses to be received and tabulated and included in the calculations to determine the actual result. The customer surveys ***must include the standard questions included in the “Measurement Tool” section of each relevant Performance Goals and Outcome Measures Form.***

## **Calculating Target Results**

***Example Nutrition Services:*** 5% of seniors identified as being at high nutritional risk will experience an improvement in their nutritional status based on an improved nutritional risk score.

- **Outputs**
  - 250 participants at high nutritional risk received follow-up screening (will be lower than the number assessed at high risk because some may have dropped out of program or follow-up screening was not possible for a variety of reasons)
  - 50 participants who received follow-up screening had an improved nutritional risk score (improved by one or more points)
- **Actual Result Calculation**  
 $50/250 = 20\%$  improved
- **Actual Result 20%**

**Example Day Care:** 50% of seniors receiving day care services will remain in their homes for one year.

- **Outputs**
  - 100 participants received day care services
  - 50 participants received services for one year (participants who stop services **temporarily** may be counted)
- **Actual Result Calculation**  
50/100 = 50% remained in their home for one year
- **Actual Result 50%**

**Example Community-based Services (i.e., Congregate Meals, Nutrition Education, Nutrition Counseling, Recreation, Counseling, Transportation to Sites):** 10% of participants will report that the services enable them to maintain an active and independent lifestyle.

- **Outputs**
  - 75 people responded to this question on the customer survey.
  - 70 respondents reported the services enabled them to maintain an active and independent lifestyle.
- **Actual Result Calculation**
  - 70/75=93% reported that the services enabled them to maintain an active and independent lifestyle.
- **Actual Result 93%**

**D.C. OFFICE ON AGING  
SENIOR SERVICE NETWORK**

**Performance Goals and Outcome Measures  
Comprehensive Assessment and Case Management Services  
FY 2005**

<b>PROGRAM</b>	<b>IN-HOME AND CONTINUING CARE</b>
<b>Activity</b>	<b>In-Home and Day Care Services</b>
Activity Purpose Statement	The purpose of providing In-home and Day Care services to Washingtonians 60 years of age or older is to enable them to remain in their homes.
Services that Comprise the Activity	Comprehensive Assessment Case Management
Activity Performance Measures	<p><b><u>Target Results:</u></b> <span style="float: right;"><b><u>Actual Results</u></b></span>  10% of seniors receiving comprehensive assessment and case management services will _____% remain in their homes for one year.</p> <p><i><u>Measurement Tool:</u> Service Longevity Spreadsheet</i></p> <p><b><u>Outputs:</u></b>  ____ # of clients receiving case management services in October  ____ # of clients receiving case management services for one year.</p>
Responsible Person	
FY 2005 Budget (Office on Aging share only)	

**Target Results:** The target results are what the comprehensive assessment and case management service providers are working to achieve during the fiscal year. The percentages linked to the target results for comprehensive assessment and case management services are the same for all grantees providing these services.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tool:** The measurement tool is the service longevity spreadsheet used by the case management program to determine the length of time the services have supported clients in their homes. Participants who stop services *temporarily* may be counted as remaining in their homes for one year.

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2005 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.

D.C. OFFICE ON AGING  
**SENIOR SERVICE NETWORK**

**Performance Goals and Outcome Measures  
for the In-Home Nutrition Program  
FY 2005**

<b>PROGRAM</b>	<b>IN-HOME AND CONTINUING CARE</b>
<b>Activity</b>	<b>In-Home Nutrition Services</b>
Activity Purpose Statement	The purpose of the providing In-Home Nutrition Services to Washingtonians 60 years of age or older is to improve their nutritional health and support their efforts to remain in their homes.
Services that Comprise the Activity	Home Delivered Meals (weekday and weekend) Transportation of Home Delivered Meals
Activity Performance Measures	<p><b>Target Results:</b> _____% 5% of seniors identified as being at high nutritional risk will experience an improvement in their nutritional status based on an improved nutritional risk score. <b>(LEAD AGENCIES ONLY)</b></p> <p>10% of seniors receiving in-home nutrition services will remain in their homes one year. <b>(LEAD AGENCIES ONLY)</b></p> <p><i><b>Measurement Tools: Nutrition Screening Form and Service Longevity Spreadsheet</b></i></p> <p><b>Outputs: (LEAD AGENCIES ONLY)</b>            ____ # of high risk participants who received follow-up screening for nutritional risk            ____ # of high risk participants whose nutritional risk scores improved upon follow-up screening (by one or more points)            ____ # of participants receiving home delivered meals            ____ # of participants receiving home delivered meals for one year.</p>
Responsible Person	Project Director and Nutritionist
FY 2005 Budget (Office on Aging share only)	

**Target Results:** The target results are what the In-Home Nutrition Program is working to achieve during the fiscal year. The percentages linked to the target results are the same for all Lead Agencies operating nutrition programs.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tools:** The measurement tools are the Nutrition Screening Form, a common instrument used by Nutrition Program grantees to determine the nutritional risk of clients, and the service longevity spreadsheet used to determine the length of time the services have supported clients in their homes. Clients who are at high nutritional risk are to receive follow-up screening at six month intervals.

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2005 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.

**D.C. OFFICE ON AGING  
SENIOR SERVICE NETWORK**

**Performance Goals and Outcome Measures  
for the Caregiver Program  
FY 2005**

<b>PROGRAM</b>	<b>IN-HOME AND CONTINUING CARE</b>
<b>Activity</b>	<b>Caregiver Support</b>
Activity Purpose Statement	The purpose of providing Caregiver Support to eligible caregivers residing in Washington, D.C. is to enable caregivers to continue to provide care.
Services that Comprise the Activity	Caregiver Institute Spring Cleaning Caregiver Assessment and Case Management Supplemental Caregiver Education Transportation Respite Extended Day Care
Activity Performance Measures	<p><b>Target Results:</b> 2% of caregivers enrolled in the DC Caregivers' Institute will provide care for one year. _____%</p> <p>25% of caregivers will report that the services had a positive impact on their ability to provide care. _____%</p> <p><u>Measurement Tools:</u> <b><i>Service Longevity Spreadsheet and Customer Survey</i></b></p> <p><b>Outputs:</b>            _____# of caregivers enrolled in the Institute            _____# of Institute caregivers providing care for one year            _____# of caregivers responding to the customer survey question regarding services having a positive impact on their ability to provide care            _____# of respondents reporting a positive impact.</p> <p><b>Other Outputs:</b>            _____# of DC Caregivers' Institute slots</p> <p><b>Demand:</b>            _____# of requests for Caregiver Institute slots            _____# of requests for caregiver services</p>
Responsible Person	
FY 2005 Budget (Office on Aging share only)	

**Target Results:** The target results are what the Caregiver Program is working to achieve during the fiscal year.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tools:** The measurement tools are the service longevity spreadsheet used by the Caregiver Program to determine the length of time the caregiver provided care and the customer survey. The customer survey ***must include a common question pertaining to the impact the services had on the ability of the caregiver to provide care.*** Caregivers who stop providing care ***temporarily*** may be counted as providing care for the year.

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Demand:** Demand represents the number of people requesting the service regardless of whether they were served.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2005 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.

**DC OFFICE ON AGING  
SENIOR SERVICE NETWORK**

**Performance Goals and Outcome Measures  
for Health Promotion and Wellness  
FY 2005**

<b>PROGRAM</b>	<b>COMMUNITY-BASED SUPPORT</b>
<b>Activity</b>	<b>Health Promotion and Wellness</b>
Activity Purpose Statement	The purpose of the health promotion and wellness activity is to provide physical fitness, health screenings, and wellness information to Washingtonians 60 years of age or older so they can increase their awareness of and adopt healthy behaviors.
Services that Comprise the Activity	Wellness ( including fitness classes, health screening, health and nutrition information sessions) Health Promotion (including UDC Bodywise)
Activity Performance Measures	<p><b><u>Target Results:</u></b> <span style="float: right;"><b><u>Actual</u></b></span></p> <p><b><u>Results</u></b></p> <p>10% of Wellness Center participants will improve their healthstyle score by adopting one or more healthy habits. <span style="float: right;">_____%</span></p> <p>5% of health promotion participants will report that health promotion activities increased their awareness of healthy behaviors and led them to adopt one or more healthy habits. <span style="float: right;">_____%</span></p> <p><i><u>Measurement Tools:</u></i></p> <p><b><i>Wellness Center Participants - Healthstyle: A Self Test for Seniors, or equivalent health lifestyle tool that scores a participant's overall lifestyle health habits.</i></b></p> <p><b><i>Health Promotion Participants – Customer Survey</i></b></p> <p><b><u>Outputs:</u></b></p> <p>____# of Wellness Center participants reassessed for healthstyle habits</p> <p>____# of Wellness Center participants whose healthstyle scores improved upon reassessment (by one or more points)</p> <p>____# of health promotion participants responding to customer survey</p> <p>____# of health promotion respondents reporting an increase in their awareness of and practice of healthy habits.</p>
Responsible Person	

FY 2005 Budget (Office on Aging share only)	
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**Target Results:** The target results are what the Health Promotion and Wellness Program is working to achieve during the fiscal year. The percentages linked to the target results are the same for all grantees operating Wellness Centers and providing health promotion services.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tools:** The measurement tools are the *Healthstyle: A Self Test for Seniors*, or equivalent health lifestyle assessment tool, used by the Wellness Centers to determine the health habits of participants and the customer survey. Wellness Center participants are to be reassessed at six month intervals. The customer survey must ***include a common question regarding whether a client's participation in the program increased their awareness of healthy behaviors which led them to adopt one or more healthy habits.***

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2005 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.

**D.C. OFFICE ON AGING  
SENIOR SERVICE NETWORK**

**Performance Goals and Outcome Measures  
for Community Services  
FY 2005**

<b>PROGRAM</b>	<b>COMMUNITY -BASED SUPPORT</b>
<b>Activity</b>	<b>Community Services</b>
Activity Purpose Statement	The purpose of providing Community Services to Washingtonians 60 years of age or older is to enable them to maintain an active and independent life style.
Services that Comprise the Activity	Counseling (includes Health Insurance Counseling Project) Transportation (to sites and activities) Recreation Community Nutrition: Congregate Meals weekday and weekend) Nutrition Education Nutrition Counseling
Activity Performance Measures	<p><b><u>Target Results:</u></b> <b><u>Actual Results</u></b></p> <p>10% of seniors who receive community services will report that they were able to maintain active and independent life styles. _____%</p> <p>10% of clients receiving health insurance counseling will report that their concerns were addressed. <b>(HEALTH INSURANCE COUNSELING PROJECT ONLY)</b> _____%</p> <p>5% of seniors identified as being at high nutritional risk will experience an improvement in their nutritional status based on an improved nutritional risk score. <b>(LEAD AGENCIES ONLY)</b> _____%</p> <p><b><u>Measurement Tools:</u></b> <i>Customer Survey and Nutrition Screening Form</i></p> <p><b><u>Outputs:</u></b>            ____ # of community service clients responding to customer survey question regarding their ability to maintain an active and independent lifestyle.            ____ # of community service clients who report an active and independent life style</p> <p><b><u>Outputs: (HEALTH INSURANCE COUNSELING PROJECT ONLY)</u></b>            ____ # of health insurance counseling clients responding to customer survey question regarding their concerns being addressed.            ____ # of health insurance counseling clients who report their concerns were addressed.</p>

	<b><u>Outputs: (LEAD AGENCIES ONLY)</u></b> _____# of high risk participants who received follow-up screening for nutritional risk _____# of high risk participants whose nutritional risk scores improved upon follow-up screening (by one or more points)
Responsible Person	
FY 2005 Budget (Office on Aging share only)	

**Target Results:** The target results are what the Community Nutrition, Recreation/Socialization, Counseling and Transportation to Sites service providers are working to achieve during the fiscal year. The percentages linked to the target results for Community Services are the same for all grantees providing these services.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tools:** The measurement tools are the customer survey and the Nutrition Screening Form.

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2005 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.

**D.C. OFFICE ON AGING  
SENIOR SERVICE NETWORK**

**Performance Goals and Outcome Measures  
for Literacy and Training  
FY 2005**

<b>PROGRAM</b>	CONSUMER INFORMATION, ASSISTANCE AND OUTREACH
<b>Activity</b>	<b>Training and Education</b>
Activity Purpose Statement	The purpose of providing training and education to seniors, service providers, and the general public is to increase knowledge, skills and competency in areas of benefit to seniors.
Services that Comprise the Activity	Literacy Classes Training Classes
Activity Performance Measures	<p><b>Target Results:</b> _____ <b>Actual Results</b> _____%</p> <p>20% of the students/training session participants will report that the classes/sessions enhanced their knowledge and/or increased their skills in areas benefiting seniors.</p> <p><i><u>Measurement Tool:</u> Training Evaluation</i></p> <p><b>Outputs:</b>            _____ # of students/trainees responding to the training evaluation question regarding enhanced knowledge and/or improved skills.            _____ # of respondents who report enhanced knowledge and/or increased skills.</p> <p><b>Other Outputs:</b>            _____ # of training or literacy sessions.            _____ # of people trained.</p> <p><b>Demand:</b>            _____ # of people seeking training</p>
Responsible Person	
FY 2005 Budget (Office on Aging share only)	

**Target Result:** The target result is what the Literacy and Training providers are working to achieve during the fiscal year. The percentages linked to the target results for Literacy and Training are the same for all grantee providing these services.

**Actual Results:** The actual results are what the grantee achieved during the fiscal year based on actual client statistics.

**Measurement Tool:** The measurement tool is the training evaluation ***that contains a common question regarding whether the class or session increased the knowledge***, skills and/or competencies of the student/trainee.

**Outputs:** Outputs are the statistics the grantee records to determine whether the target results have been met.

**Demand:** Demand represents the number of people requesting the service regardless of whether they were served.

**Responsible Person:** The name and title of the person or people responsible for ensuring that the target results are met.

**FY 2005 Budget:** The amount of Office on Aging funds budgeted for the services comprising this activity.



**Office on Aging  
Fiscal Year 2005 Ward 8 Lead Agency Program Grant**

**THE D.C. OFFICE ON AGING IS IN RECEIPT OF A GRANT APPLICATION FROM:**

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**(Organization Name)**

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**(Address, City, State, Zip Code)**

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**(Program Title)**

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**Contact Person**

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**Telephone/Fax**

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**E-mail**

**D.C. Office on Aging Use, ONLY**

**Proposal Received on \_\_\_\_\_, 2004**

**Time Received: \_\_\_\_\_**

**Copies Received: Original \_\_\_\_\_ Copies \_\_\_\_\_**

**Received by: \_\_\_\_\_**